

# Fairview Community Primary School

## Job Description

**Job Title :** Class Teacher

**Post Holder:**

**Responsible to :** Foundation Stage Leader/ Deputy Head

### Salary

To be paid on the Pay Scale for classroom teachers

### Purpose

To fulfil the conditions of employment as defined in the most recent 'School Teachers' Pay and Conditions Document' (copy available in school) and to follow all school policies.

### Areas of Responsibility

- 1 To be responsible for the education and welfare of a designated class of children
- 2 To contribute to the education and welfare of all pupils within the school premises
- 3 To keep up to date with educational developments
- 4 To be responsible for the leadership and co-ordination of a *curriculum subject*.

### Key Tasks

- 1 To be responsible for safeguarding and proactive in promoting the welfare of all Fairview children

### *Teaching for Learning*

- 1 To carry out the professional duties of a class teacher as defined in the 'School Teachers' Pay and Conditions Document'
- 2 To contribute to year group planning meetings and whole school staff meetings
- 3 To implement all agreed school policies
- 4 To provide a differentiated, balanced, progressive, varied and stimulating curriculum in line with statutory and school requirements
- 5 To assess, record and review children's achievements according to school policy and guidelines

- 6 To attend parent consultation sessions and report on individual children's achievements and development
- 7 To produce an annual written report for parents in line with national and school policy
- 8 To ensure a well organised and structured classroom environment with effective and stimulating displays and good access to resources
- 9 To maintain good discipline of all pupils in line with the school's Good Behaviour for Learning policy
- 10 To keep abreast of all trends and developments in primary education
- 11 To plan and supervise the work of support personnel assisting in the classroom
- 12 To be aware and responsive to the medical, social, personal and specific learning needs of pupils and report to the Head Teacher or other Leadership Team members as appropriate
- 13 To use resources effectively and efficiently to promote all children's learning
- 14 To carry out supervision of pupils as detailed by a member of the Leadership Team
- 15 To work towards achieving the school's Vision
- 16 To carry out assigned duties promptly and efficiently
- 17 To work as an effective and co-operative member of the staff team
- 18 To liaise with other schools and agencies as appropriate
- 19 To be flexible and undertake any other duties as requested by the Leadership Team as appropriate to the changing needs of the school
- 20 To take responsibility for safeguarding and promoting children

### **Leader of Learning**

- 1 To monitor and evaluate the teaching of a *curriculum subject*.
- 2 To take a lead, in liaison with the Leadership Team and other members of staff, in evaluating and revising when necessary curriculum provision and the school's policy on *curriculum subject*.
- 3 To develop and implement, in liaison with the Leadership Team, assessment, planning and record keeping for *curriculum subject*.
- 4 To prepare a curriculum bid and then managing the allocated budget by auditing, organising, evaluating and requisitioning resources for the teaching and learning of *curriculum subject*.

### **Person Specification**

- 1 Suitability to work with children
- 2 DfE recognised qualified teacher status
- 3 Has training for/experience of teaching within the primary phase
- 4 Demonstrate an understanding of the principles of primary education

- 5 Has clear strategies for positive Behaviour Management and discipline and demonstrates commitment to partnerships with parents and strategies to foster this
- 6 Commitment to continued professional development
- 7 Able to cope with change and working with different age ranges within the primary phase
- 8 Is flexible and willing
- 9 Has a good record of attendance and punctuality
- 10 Has a calm, organised approach to planning and establishing a secure learning environment for all children
- 11 Has knowledge and understanding of how to develop strategies appropriate to the needs and abilities of all pupils in order to raise their levels of achievement
- 12 Possess excellent interpersonal skills

..... **Class Teacher**

..... **Date**

..... **Deputy Head**

..... **Date**

..... **Head Teacher**

..... **Date**